



# Electronic Subcontracting Reporting System (eSRS)

## Part I

June 2014



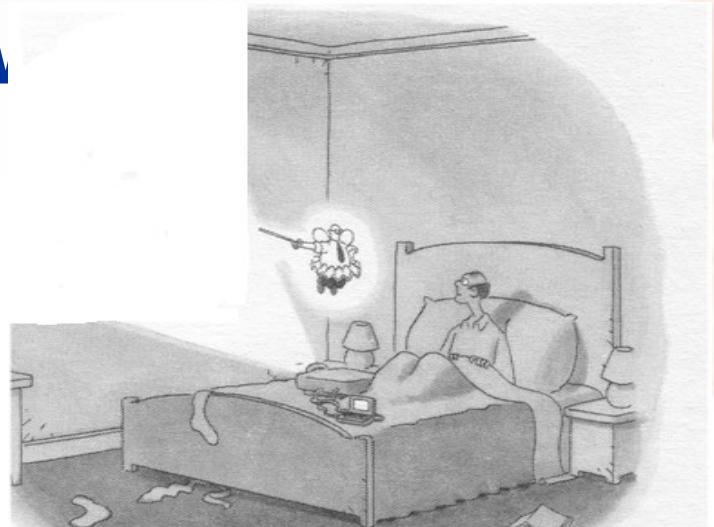
# Agenda

## Part I

- ✓ **Regulations**
- ✓ **Overview**
- ✓ **Reports in eSRS**

## Part II

- ✓ **Guidance for Review**
- eSRS**
- ✓ **Resources**





# REGULATIONS and POLICIES



# Regulations

- FAR 19.7, Subcontracting Program
- DFARS 219.7, Subcontracting Program (Feb 2013)
- FAR 52.219-9, Subcontracting Plan (Jan 2011)
- FAR 52.219-9, Alternate III (Jul 2010)
  - For contracts that, pursuant to other authority, are not entered in FPDS, contractors submit SF 294 in lieu of Individual Subcontract Report (ISR) in Electronic Subcontract Reporting



# Regulations

- DFARS 252.219-7003, Subcontracting Plan (Aug 2012)
- DFARS 252.219-7004, Subcontracting Plan (Test Program) (Jan 2011)
- Class Deviation 2008-00008-eSRS (Feb 2009)
  - For orders under Basic Ordering Agreements or Blanket Purchase Agreements, contractors submit SF 294 in lieu of ISR in eSRS



# Regulations

- Policy Memorandum, dated July 19, 2008
  - Responsibility to acknowledge receipt of or reject ISRs resides with contracting office that awarded the contract, not the contracting office that administers the contract
  - Acknowledging receipt means receiving the report, and is not considered acceptance of reported information



# Regulations

- Policy Memorandum dated April 16, 2009
  - Department/agencies submit eSRS Status Report outlining results of reporting activities for preceding reporting period to DPAP and OSBP (number of outstanding reports, plans for mitigating, encountered barriers)



# Regulations

- **New Class Deviation** to FAR 52.219-9 & DFARS 252.219-7003 signed 9 September 2013
  - Contractors submit Summary Subcontract Report (SSR) (under Individual Subcontracting Plans) annually instead of semiannually
  - When submitting consolidated DoD SSR, contractors select “Dept of Defense (9700) as agency to which you are submitting this report”, instead of department/agency which administers majority of subcontract plans or which awarded construction & maintenance type contracts
  - Eliminates the requirement for the Year-End Supplementary Report for Small Disadvantaged Business (SDB) and the report for Small Disadvantaged Business Participation
  - Authority to accept/reject SSR (under Individual Subcontracting Plans) resides with the SSR Coordinator



# Summary Subcontract Report

- for CSP Test Program
- Comprehensive Subcontracting Plan (CSP)  
Test Program is a DoD Test Program  
authorized through Dec 31, 2014
- Test Program has 11 participants with CSPs  
at corporate, sector, or division level
- Defense Contract Management Agency  
(DCMA) CSP Division negotiates/oversees  
Test Program
- DCMA reviews all SSRs from CSP participants
- SSRs submitted semiannually (Apr 30 & Oct  
30)



# OVERVIEW



# eSRS Data Flow



**Electronic  
Subcontracting  
Reporting System  
(eSRS)**



**Contractor**



**ISR or SSR  
Specifics**

- Date Submitted
- Reporting Period
- Prime or Sub
- Major Product or Service Lines
- Goal \$ / % (ISR only)
- Actual Dollars for Each Category

**\*\*A contract must be marked in FPDS as having a subcontracting plan or it will not pull over to eSRS. If it is not marked correctly, the contractor will get an error message when trying to input an ISR and will be directed to contact their government contracting**



# DoD Hierarchy Overview

- Organizational hierarchy components
  - Department, Service/agency, Major Command, Sub-Command
  - All organizations are referred to as “agencies” in eSRS
- Agency codes
  - 4-digit (DoD 9700, Army 2100, DISA 97AK)
- Office Codes
  - 6-character DoD Activity Address Code (DODAAC) equals office code in eSRS
  - Before 2003, DoD used 4-digit codes



# Status of Reports in eSRS

- Pending (PEN)
  - Report submitted by contractor; waiting to be “accepted”/“rejected” by appropriate official
- Accepted (ACC)
  - Report reviewed; found no known errors/issues/concerns, doesn’t require clarification/information/corrections at this time; acknowledges receipt of the report
  - Even though report has been “accepted,” it can be reviewed again



# Status of Reports in eSRS

- **Rejected (REJ)**
  - Report reviewed; errors, issues or concerns found; requires clarification, information, or corrections to the report
- **Revised (REV)**
  - Original report rejected; report revised and resubmitted by contractor and is waiting to be “accepted” or “rejected” by appropriate official



# Status of Reports in eSRS

- **Reopened (RPN)**
  - The report has been opened by a government contracting official after previously being “accepted” into the system
  - This may occur when the government contracting official finds error or issues with the original report; once the report has been reopened, it may be “accepted” or “rejected” again



# Government User Roles

- Permission Levels
  - Agency Coordinator (AC)
  - Contracting Official (CO)
  - Designated Government User DGU
  - Point of Contact (POC)
- User Levels
  - Agency
  - Contracting Office



# Permission Levels

- Agency Coordinator (AC)
  - Has full access to eSRS for their parent organization, sub-commands and below
  - Manages/approves organization registration requests
  - Can view/accept/reject contractor reports
  - Can run reports on data at their registered level
- Point of Contact (POC)
  - Has same access as AC



# Permission Levels

- Contracting Official (CO)
  - Individual responsible for awarding contract
  - Can view/accept/reject contractor reports
  - Can run reports on data at their registered level
- Designated Government User (DGU)
  - Small Business (SB) Professional/administering contracting office
  - Can view contractor reports



# User Levels

- Agency
  - Will see all ISRs at this level and below
  - Will see all SSRs (for Commercial Subcontract Plan) at this level and below
- Contracting Office
  - Will see all ISRs at this level and below
  - Will see all SSRs (for Commercial Subcontract Plan) at this level and below



# Timelines

## Contractors

- Apr 30 – submit ISRs for the period ending Mar 31
- Oct 30 – submit ISRs/SSRs for the period ending Sep 30

## Government Officials

- May 30 – acknowledge receipt
- Nov 30 – acknowledge receipt
- Within 30 days, acknowledge receipt of re-submissions<sup>30</sup> or late submissions



# Timelines

## Government Officials (cont)

- Jun 30 and Dec 30 -
  - Each DoD department/agency submits eSRS Status Report electronically to DPAP, OSBP
  - Covers number of outstanding reports (current FY and previous reporting periods), plans to reduce them (a timeline for corrective actions), and barriers preventing acknowledgement of receipt or rejection



# REPORTS IN eSRS



# INDIVIDUAL SUBCONTRACT REPORT (ISR)



# Individual Subcontract Report

(SF 294,

- ~~When required~~ Required Subcontracting Plan
- Encompasses all subcontracting from inception of contract to report period date (Mar 31/Sep 30)
- Due semiannually 30 days after report period date (Apr 30/Oct 30)
- Required from prime contractors for each contract containing an Individual Subcontracting Plan
- Required from subcontractors with <sup>24</sup> Individual Subcontracting Plan “flowed



# Individual Subcontract Report

(SF 294,

- In order for a contractor to submit ISR in eSRS, the contract must be coded correctly in FPDS ("Subcontract Plan: Required")
- Contractors submit SF 294 in lieu of ISR:
  - For contracts not reported in FPDS (classified)
  - For orders issued under Basic Ordering Agreements (BOAs) ("G" contracts)
  - For orders issued under Blanket Purchase Agreements (BPAs) ("A" contracts)



# Individual Subcontract Report

## (SF 294,

- Prime contractor's report is reviewed by awarding agency office, even when contract administration is delegated to DCMA or another organization
- Subcontractor's report is reviewed by upper-tier contractor that awarded the subcontract



# **SUMMARY SUBCONTRCT REPORT (SSR) UNDER INDIVIDUAL SUBCONTRACTING PLAN**



# Summary Subcontract Report

- Individual Subcontracting Plan
- Reports dollars subcontracted during fiscal year
- Encompasses all subcontracting (in US/territories) under prime contracts and subcontracts with the awarding agency, regardless of \$ value
- Can be submitted on corporate, company, or subdivision basis (i.e. ultimate/parent DUNS)
- Required from prime contractors or subcontractors with at least 1 contract or



# Summary Subcontract Report

- Individual Subcontracting Plan  
Due **annually** within 30 days after Sep 30 end of reporting period (by Oct 30)
- When submitting consolidated DoD SSR, contractors select “Dept of Defense (9700) as agency to which you are submitting this report”, instead of department/agency which administers majority of subcontract plans or which awarded construction & maintenance type contracts
- Authority to accept/reject SSR resides with the SSR Coordinator (OSBP and DPAP will develop and coordinate process for review)



# SUMMARY SUBCONTRACT REPORT (SSR) UNDER COMMERCIAL SUBCONTRACTING PLAN



# Summary Subcontract Report

- **for Commercial Subcontracting**  
Encompasses all subcontracting performed in the US for entire product line or service, under **Federal and** non-Federal Government contracts as negotiated in the subcontract plan, and includes % of total dollars attributable to each Federal agency
- Due annually within 30 days after Sep 30 end of Government's fiscal year (by Oct 30)



# Summary Subcontract Report

## for Commercial Subcontracting Plan

- Required from each contractor
- Required from subcontractor with **at least 1 contract** which includes Commercial Subcontracting Plan
- Contractor identifies and selects department/agency contracting organization which approved Commercial Subcontracting Plan (if DoD)
- **Only** the contracting official from organization (identified by contractor as the approver of the Commercial Subcontracting Plan) can approve the SSP



# **SUMMARY SUBCONTRACT REPORT (SSR) UNDER DoD COMPREHENSIVE SUBCONTRACTING PLAN (CSP)**



# Summary Subcontract Report

## for CSP Test Program

- CSP is DoD Test Program authorized through Dec 31, 2014
- Test Program has 11 participants with CSPs at corporate, sector, or division level
- DCMA-CSP Division negotiates and oversees Test Program
- DCMA reviews all SSRs from CSP participants
- SSRs submitted semiannually (Apr 30 and Oct 30)



# YEAR-END SDB REPORT



# Year-end Supplementary Report for SDB

- Year-end SDB report is no longer required (10 USC 2323 has expired and DoD Class Deviation 2013-O0014, dated Sep 9, 2013 eliminated this requirement)



# SDB PARTICIPATION REPORT



# SDB Participation Report

- SDB Participation report is no longer required (10 USC 2323 has expired and DoD Class Deviation 2013-00014, dated Sep 9, 2013 eliminated this requirement)